



Outstanding Employment Opportunity:

Transit Aide (Hourly City Worker) Public Works Department

Are you a college student or recent graduate who is looking for a dynamic and challenging part-time opportunity? Want real-world experience working in a program that received not one, but two, Agency of the Year awards in 2016? Are you an intuitive thinker, people-person who thrives on being part of a cohesive team that does not follow the book but writes the book?

The City of Thousand Oaks has an excellent part-time opportunity available in the Public Works Department, for its award winning Transit Program. Under direction of Public Works management staff, the Transit Aide will provide administrative support with financial reporting and analysis, transit planning projects, social media and marketing efforts.

The work schedule is flexible (some night and weekend hours required). The successful candidate may work up to 29 hours per week and up to 1,000 hours in a fiscal year (July 1 - June 30).

Primary responsibilities:

- Conduct research on transit best practices, products and services
- Participate in community outreach & encourage transit use
- Assist in developing community outreach & marketing plans
- Conduct field observations and site visits
- Track expenses, reimbursements, and budgets

The ideal candidate should possess:

- Ability to promote and maintain effective public relations
- Ability to work well with others, provide excellent customer service and be a team player
- Excellent communication skills
- Ability to effectively manage multiple deadlines and priorities in a fast-paced environment with frequent interruptions
- Experience with at least one of the following:
 - transit, urban planning and/or traffic administrative support tasks
 - creating and maintaining spreadsheets and databases
 - marketing through social media

A valid class C California driver's license is required.

CORE COMPETENCIES:

- **Flexible/Adaptable**
- **Problem Solver/ Creative Thinker**
- **Customer-Focused**
- **Accountable**



City's Community Transportation Center

The Public Works Department is responsible for the management of the public infrastructure within the City, which includes streets, sidewalks, street trees, storm drains, water/wastewater and traffic signals.

The City of Thousand Oaks (pop. 132,365) is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains, surrounded by more than 15,500 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system.

Starting salary range:
\$15.00 - \$17.00 per hour

FILING DEADLINE:
Open Until Filled

**First review of applications anticipated
week of May 16, 2017**

**To apply, visit the City Website at
www.toaks.org/jobs.**

**For further information, contact
Human Resources at (805) 449-2144**